

**INDIANA PROFESSIONAL STANDARDS BOARD**  
**Workplace Specialist Workgroup**  
**Selections from September 19, 2002, meeting**

Members Present: Shawn Sriver (staff), Marilyn Metzler, Patty Shutt, Sam Cotton,  
William Wyatt, Barry Norman

Members Absent: Dan Grayson

Guest: Judy Miller

The selections of August 28, 2002, were approved as written.

Shawn Sriver indicated that because of time constraints, the point chart for continuing education had not been finalized. This chart will be reviewed with the committee at the next meeting.

Dr. Judy Miller, Director of Assessment for the Indiana Professional Standards Board, joined the group and walked the group through the document, "A Draft Guide to the BTAP for Beginning Teachers." In addition, she introduced the document, "Draft Handbook for the Development of a Teaching Portfolio: Social Studies."

Dr. Miller indicated that the plan includes six meetings in the first year between the teacher and mentor and three meetings in the second year. She indicated that the models for the support seminars, including agendas for the nine meetings, are on the IPSB website. In addition, Dr. Miller indicated that the standards for mentors are on the web. She also noted that there may be a very early draft of the handbook for career and technical teachers available. Shawn Sriver will check on this prior to the next meeting. Dr. Miller indicated that there is local control on training.

Dr. Miller indicated that the standards are utilized to develop a scoring rubric for the portfolio. It was suggested that the *Standards for Teachers of Career and Technical Education* be used by default for the development of a scoring rubric for the workplace specialist teacher. (It should be noted that there are not standards for the workplace specialist.) Cost was addressed and Dr. Miller indicated that currently, scorers are paid \$80 per portfolio. The committee mentioned Workforce Development as a possible funding source for the workplace specialist teacher.

The committee brainstormed on next steps and listed the following (in no particular order):

1. PSB Budget for BTAP in regard to workplace specialist teachers
2. Review of Mentor Standards
3. Review of Career and Technical Teacher Standards
4. Alignment of Career and Technical Teacher Standards to PGP/Portfolio
5. Revise/write Handbook/Guidebook
6. Write Rule Language
7. Roll Out Information/Awareness/Dissemination (to directors, teachers, etc.)
8. Training for Directors/Mentors/Scorers/Evaluators
9. Final (Continuing Education) Point Chart
10. How Will Changes Affect 45-Clock Hour Seminar & Budget
11. Rubrics/PGP/Portfolio

It was decided that #3, 4, and 9 be addressed at our next meeting.

Barry Norman agreed to have a laptop, projector and screen available at the next meeting so that the committee could edit documents together.

Shawn will e-mail the committee the following prior to the next meeting:

Standards for Teachers of Career and Technical Education  
Handbook for Development of Teacher Portfolios (for C/T teachers)  
Standards for Mentors  
District Facilitator Manual  
Support Seminar Models (if available)

The next four meetings were scheduled:

\*October 16  
November 13  
December 6  
January 22

All meetings will be held at McKenzie Career Center at 9:00 a.m.

**\*IMPORTANT NOTE:** Due to some conflicts discovered after the meeting, the October 16, 2002, meeting has been cancelled. The next meeting will be on November 13.